



NI	Northern IL U
NL	National Louis U
NU	Northeastern IL U
OA	Oakton Community College
RO	Rosary College
RU	Roosevelt U
SA	School of the Art Institute of Chicago
SC	Southern IL U at Carbondale
SE	Southern IL U at Edwardsville
SL	Illinois State Library (Don't confuse with IS!)
SM	Southern IL U Medical Library *
SS	University of IL at Springfield
SX	St. Xavier U
TC	Triton College
TY	Trinity Christian College
UC	U of IL at Urbana-Champaign
WE	Western IL U

\*All data for the CC, MC, and SM databases will come from the local systems used at these libraries. Their data will be in a different format negotiated by staff at those libraries.

**Use:** DRA will use this field to derive locations, material type codes, and other data elements as well. This field should not be kept in DRA.

Title Number                      Length: 7                      Offset: 3

**Description:** This number is sequentially assigned as titles are added to each LCS database. Values range from 1 to just over 4,000,000. It will be all digits with leading blanks.

**Use:** This field should be stored in an indexed field in DRA because some ILCSSO libraries use it to hook local systems (such as reserves) to their holdings.

Call Number                      Length: 50                      Offset: 10

**Description:** These are the call numbers. According to Gorman's Law, "The shorter the book, the longer the call number." Yes, some of them really are as long as 50 characters. Most libraries have prefixes on their call numbers; these are included in this field. ILCSSO libraries use LC, Dewey, SuDoc, NLM, the Los Angeles County Law Classification, and numerous home-grown classification schemes. Many libraries use a combination of classification schemes. Nothing in the holdings records will tell DRA whether there is a prefix and what classification scheme was used. There are no MARC codes or delimiters in this field. The only blanks are at the end of the field, never in the middle of a call number. All letters are in upper case. There are no script els.

AISS will reverse the character translations that have been the bane of documents librarians. We will change a plus sign to a slash, change a semicolon to a comma, and change an exclamation mark to an equal sign. Any unprintable characters will be converted to pound signs.

**Use:** The algorithm for assigning material types uses the characters before the first digit in the call number field. The call number should be kept in DRA and indexed. The call number sort algorithm needs to deal with multiple classifications schemes.

Ser/Per/Mset                      Length: 3                      Offset: 60

**Description:** This is actually 3 fields. The first character will be an “S” if the serial flag in LCS is set, blank otherwise. The second character will be a “P” if the periodicals flag in LCS is set, blank otherwise. The third character will be “M” if the monographic set flag in LCS is set, blank otherwise.

**Use:** This field may be used as part of the algorithm for assigning material type codes. It should not be stored in DRA.

LCCN                                      Length: 180                                      Offset: 63

**Description:** Most libraries have put the LC control number in this field. LCCNs should not be moved into DRA. Or rather, the LCCNs that do go into DRA should come from bib records, not from holdings. However, a few libraries have stored notes in this field.

**Use:** The algorithm for finding notes will tell DRA folk how to find notes in this field. Notes will all apply to the entire title, not to individual holdings.

Loan Period                              Length: 5                              Offset: 243

**Description:** This field is a code that represents the loan period in LCS. Status information is sometimes stored here as well. The possible values are:

'BLANK'	'1W-BU'	'2W-1D'
'BUO '	'1W-NO'	'3D '
'INVAL'	'1W-1D'	'3D-BU'
'LAKNG'	'12-2W'	'3D-NO'
'LOST '	'12-3W'	'3D-1D'
'MISNG'	'12-4W'	'3W '
'NOCIR'	'12W '	'3W-1D'
'ONITE'	'14W '	'4-16W'
'RESRV'	'16-1W'	'4-2W '
'UNAS '	'16-3W'	'4W '
'WTHDN'	'16-4W'	'4W-BU'
'1D '	'16W '	'5D '
'1D-BU'	'16W1D'	'5D-ON'
'1W '	'18W '	'52-1W'

**Use:** The algorithm for assigning material type codes will use this field. In addition, the values listed below should cause DRA to set a status code. This data from this field should not be stored in DRA.

'INVAL'	Invalid
'LAKNG'	Lacking
'LOST '	Lost
'MISNG'	Missing
'WTHDN'	Withdrawn

Location                                      Length: 3                                      Offset: 248

**Description:** This is a 3-character LCS location code. It may include upper case letters or digits, but no punctuation or spaces.

**Use:** This field is part of the algorithm for assigning material type codes and DRA location codes. The data should not be stored in DRA.

Volume \_\_\_\_\_ Length: 3 \_\_\_\_\_ Offset: 251

**Description:** For items in LCS that can be described with volume and copy number fields, this is the volume. For more complex holdings such as those including volume and parts, this field will be blank. If there is a value in this field, it will be three digits with leading zeroes.

**Use:** This needs to be part of item records in DRA.

Copy \_\_\_\_\_ Length: 3 \_\_\_\_\_ Offset: 254

**Description:** This field will be present in every holding. For most libraries, it will be three digits with leading zeroes and the most common value will be “001”, but a few libraries may have alphabetic characters in this field as well. UC, for example, will have some “00A” copies.

**Use:** This needs to be part of item records in DRA

**Use:** If the loan period, location, volume, and copy are all blanks, the title in LCS had no holdings. The library owns some copies, some volumes, but we don’t know which ones. DRA should create some kind of summary holding that simply says that this library owns this title.

Holding Type Code \_\_\_\_\_ Length: 1 \_\_\_\_\_ Offset: 257

**Description:** A value of “C” indicates that this holding represents a real item - a circulatable unit. A value of “S” indicates that this holding represents a summary statement. A value of “B” indicates that the holding is both a summary statement and a circulatable unit. This would come up if multiple volumes of a series were bound together. This field will be blank for most monographs.

**Use:** This field is part of the algorithm for finding notes. It should not be stored in DRA.

Unique ID \_\_\_\_\_ Length: 256 \_\_\_\_\_ Offset: 258

**Description:** In most cases, this field is used to uniquely identify complex holdings. For example, a set of encyclopedias might have 24 volumes plus an index volume. The 24 volumes would be identified by volume in the bib unit low field. The index volume would be identified by “INDEX” in the UID field. We can’t put “INDEX” in the bib unit low field because the field isn’t long enough. Another example is a series with volumes and parts. Suppose there are volumes 1A, 1B, 1C, and 1D. The bib unit low field would be set to “001” and the UID field would be set to “1A”, “1B”, “1C”, and “1D” on each respective holding record. Spacing and punctuation are significant in this field and should be preserved.

Sometimes this field holds a summary holding statement or a note.

**Use:** If the holding type code is “S”, DRA should treat the UID as a summary holding statement. If the holding type is “C” or “B”, DRA should refer to the algorithm for identifying notes for each ILCSO library; this algorithm may tell DRA to treat the UID as a note. Otherwise, DRA should treat the UID as the most detailed level of identification of an item holding.

Ser/mset Sequence Number      Length: 6                      Offset: 514

**Description:** In the circ/save file and the CBU log, this field is used to uniquely identify a holding. The UID is not used in these places, because the records there are fixed length. This field will be up to 6 digits in length, right justified and filled with leading blanks.

**Use:** AISS needs this field to coordinate circ/save and CBU records with the super holdings. This field should not be used by DRA for anything.

Library Use ID                                      Length: 9                      Offset: 520

**Description:** A library use ID is the patron ID of a dummy patron record. Items may be charged to these dummy patron records to indicate status, temporary location, or even permanent location. The field will be 9 digits with leading zeroes when it is supplied, but most often it will be blank.

**Use:** DRA should refer to the algorithm for using library use IDs to determine how to use this field. If the algorithm shows that this library use ID reflects the permanent location of the item, DRA should use this field to override the location field. DRA should NOT use this field to set circulation status. Circulation records will come from AISS in a different dataset.

Date Due    Length: 6                      Offset: 529

**Description:** If this item is charged to a library use ID, this field will be the date the item is due in YYMMDD format. It will be blank otherwise.

**Use:** This field is used as part of the algorithm for overriding location codes using the library use ID. It should not be stored in DRA.

Bib Unit High                                      Length: 5                      Offset: 535

Bib Unit Low                                        Length: 5                      Offset: 540

**Description:** This is a variation of the volume field in LCS. For series that have volumes and parts, this reflects just the volume, not the parts. For a holding that reflects a single volume, both of these fields will be set to the volume number. For a holding that reflects multiple volumes, these fields will be set to the highest and lowest volumes. For example, if this holding shows that volumes 3C through 5 are bound together, bib unit low will be set to 00003 and bib unit high will be set to 00005. This field will be 5 digits with leading zeroes. The field will be blank if the holding reflects a monograph.

Sometimes this field has had another use on holdings for which the UID is really a summary holding statement or a note. In LCS, this field is the sort order for long lists of holdings. Library staff can force notes to show ahead of all of the item records by giving them a large value such as 99999. A low value such as 00000 will force a note to the end of a long list of holdings. So the algorithm for identifying notes in the UID field will sometimes refer to bib unit low.

**Use:** AISS needs these fields to add RIDs from the FBR LINK file to the super holdings. DRA may use them, if they wish, to allow users to skip down through a long list of volumes to a particular volume. If DRA doesn't want them for this purpose, the fields should not be stored in DRA.

The algorithm for identifying notes in UID fields will refer to the bib unit low field, but DRA can discard the bib unit fields once notes have been identified.

Year Low	Length: 4	Offset: 545
Year High	Length: 4	Offset: 549

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**Description:** These fields are used to identify the year or years represented by an item in a series. For example, if a volume represents the 1993 issue of a journal, both fields will be set to 1993. If the volume represents 1993 through June, 1994, then year low will be 1993 and year high will be 1994. Spaces, hyphens “N.L.” and other such indications may appear in these fields. You can’t assume that they will be numeric. The field will be blank for monographs or if the year is not given on a series holding.

**Use:** These fields are provided in case DRA wants to use them to allow a user to skip down to holdings for a particular year in a long list of series holdings.

Total Circ Count	Length: 4	Offset: 553
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**Description:** This is a count of the number of charges and renewals for this item at any time since it was added to LCS. It will be up to 4 digits long, right justified, filled with blanks.

**Use:** DRA will store this value in it’s total circ count field.

Barcode	Length: 14	Offset: 557
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**Description:** This is a barcode in 1 of 3 formats. It might be a CLSI barcode, or one of those weirdo codes that BR uses, or the ILCSO format (CLSI without a check digit.)

**Use:** DRA should put this in its barcode field.

RID1	Length: 12	Offset: 571
RID2	Length: 12	Offset: 583
RID3	Length: 12	Offset: 595
RID4	Length: 12	Offset: 607
RID5	Length: 12	Offset: 619
RID6	Length: 12	Offset: 631
RID7	Length: 12	Offset: 643
RID8	Length: 12	Offset: 655
RID9	Length: 12	Offset: 667
RID10	Length: 12	Offset: 679

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**Description:** These fields are the OCLC control numbers of the MARC bibliographic records that are associated with them. They all begin with “ocm”. There are also some other control numbers to associate holdings with other bibliographic records that are home grown.

**Use:** DRA will use these fields to hook holdings to bibliographic records.

Total length of super holdings: 691

## Algorithm for Using Library Use IDs to Override Locations

Some libraries use Library Use IDs to reflect the permanent location of an item. When this occurs, we will want to override the location with a new location.

The algorithm will be different for each ILC SO library. ILC SO will provide DRA with the Campus, the Library Use ID and sometimes the Date Due, along with the new Location.

## Algorithm for Identifying Notes

Notes may occur in two fields in the super holdings: the LCCN field and the UID field. The algorithms for finding notes will be different for each ILCSO library.

### LCCN

A few libraries put notes in the LCCN field. Notes in this field always apply to a title, never to a piece. They may be staff notes or public notes. Notes can be identified by the presence of certain text strings in this field. ILCSO will give DRA the Campus, the text strings that identify notes in the LCCN field, and whether the notes are staff or public.

Notice that all super holdings with the same Campus and Title Number will have the same text in the LCCN field. We do not want redundant notes to be created.

### UID

Most libraries put notes in the UID field. Different libraries will use different methods to identify notes in this field, but there are basically 4 methods:

Method 1: For all libraries, a Holding Type of "S" indicates that the UID contains a summary holdings statement. DRA should make the UID into a public note at the copy level. When a note is found by this method, the super holding should not generate an item record in DRA.

Method 2: The text in the UID indicates that this is a note. ILCSO will tell DRA whether the note is public or staff, title or item, or a circulation note. When a title note is found by this method, the super holding should not generate an item record in DRA.

Method 3: The volume number in the Bib Unit Low field indicates that this is a note. ILCSO will tell DRA whether the note is public or staff, title or item, or a circulation note. If there are multiple notes found by this method on a title, they should all be strung together into one long note, in order by bib unit low (descending) with a space inserted between each note. When a title note is found by this method, the super holding should not generate an item record in DRA.

Method 4: UC will provide an algorithm that uses a combination of the Location and the Bib Unit Low fields to indicate that the UID field contains a note. The note may be public or staff, but it will always be at the title level. When a title note is found by this method, the super holding should not generate an item record in DRA.

## Algorithm for Assigning Material Type Codes

ILCSO will provide DRA with charts showing the holdings for each ILCSO library. There will be one or more pages for each Location. There will be a column for each Loan Period used at that location. There will be a row for each... well, let's call it a PFIX. A PFIX is everything in the call number up to the first digit, or one of the special values listed below:

NO-PREFIX	Indicates that the Call Number begins with a digit
LC-PREFIX	Indicates that the Call Number begins with an LC classification code
DOC-PREFIX	Indicates that the Call Number begins with a SuDoc agency code
LC/DOC-PREFIX	Indicates that the Call Number begins with either an LC classification code OR a SuDoc agency code.

An example of this last value is a call number that begins with "T" followed by a digit. It might be a number from the Technology schedule of the LC classification, or it might indicate that the item was issued by the Treasury.

For each non-zero cell on the charts, ILCSO will provide a material type code chosen from this list:

1	Book
2	Serial
3	Audio/Visual
3a	Sound Recording
3b	Video Recording
3c	Film
3e	Kit
3f	Graphic Material
4	Microform
5	Score
6	Cartographic Material
7	Software
8	3D Material
9	Noncirculating
10	Unknown
11	Exceptional Loan

DRA should use these charts to develop the algorithms for assigning material type codes. They should intelligently extrapolate from the given values. This is necessary because libraries will continue to add to their collections between now and conversion day. For example, if everything at a Location is a microform, and if on conversion day DRA finds materials with other PFIXes at this location, it should be assumed that these materials are also microforms. If something truly unexpected comes up on conversion day, it should be given a material type of 10, but this should be done only rarely. The libraries are assigning a 10 to the few hard-to-find items that are probably errors. We don't want to flood them with a lot of other 10s.

Material type 11, exceptional loan, is used for the few items at location that have a nonstandard loan period. For example, one library circulates everything in the stacks for 4 weeks, except for the computer books, which circulate for 2 weeks. The computer books will be 11s.

There is one other element that goes into assigning material type codes. For a given Campus and Location, if a material type code of 1 was assigned, libraries may have it changed to a 2 if either the Ser/Per/Mset flag is set to 'S' or 'P'.

In some cases, a 3-character location will also be written on the chart. This indicates that this location should override the Location in the super holding.